**CITY OF MORGAN HILL**

## ACCOUNTING ASSISTANT II (30 hours per week)
$18.78 – $24.00 per hour, plus pro-rated benefits

## ABOUT THE POSITION

The City of Morgan Hill is looking for an experienced, detail-oriented person to fill this highly responsible position, which involves routine to difficult accounting clerical, customer service and cashiering work in support of City accounting and financial functions. The Accounting Assistant II is a journey-level position responsible for performing a variety of accounts payable, accounts receivable, cashiering and financial recordkeeping duties. The person in this job will be versatile and flexible, with an ability and willingness to adapt to changing priorities.

## EXAMPLES OF DUTIES

- Act as cashier for the receipt of funds for various City licensing, permit and other activities, including balancing cash received, reconciling invoices and processing utility payments.

- Process purchase orders.

- Prepare applications and renewals.

- Maintain petty cash fund.

- Process vendors' invoices for payment.

- Maintain files, type correspondence, process mail, provide back-up to other City departments.

- Answer citizen inquiries.

- Maintain and monitor active contract file for verification of compliance with financial obligations and purchasing policy.

## QUALIFICATIONS

- Equivalent to graduation from high school.

- Two years of increasingly responsible experience involving the preparation and maintenance of accounting or financial records.

- Some college level accounting or bookkeeping course work desired.

- Some Accounting Assistant II positions may require a valid California Class C drivers license.

## BENEFITS

### Health Allowance and Flexible Benefits Plan

Depending upon number of dependents, the health allowance ranges from $431.25 to $791.00 per month for core health benefits. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including eye care, medical and dependent care accounts, heart/stroke insurance, whole life insurance, and cancer insurance. Term life insurance policy of $50,000, short-term and long-term disability plans at City expense.

### Retirement and Other Benefits

The City offers the PERS 2.5% at 55 retirement plan, with the City paying 7% of the employee's 8% contribution. The City offers deferred compensation plans with ICMA and ITT/Hartford. The City also offers a City-paid employee assistance program and 5% bilingual pay for certified working knowledge of Spanish and American Sign Language. The City provides a tuition reimbursement program and an Educational Incentive Pay program.

### Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of service. Three-quarter time employees accrue six hours of sick leave each month. The City observes 13.5 paid holidays and a furlough between Christmas and New Years Day each year.

## APPLICATION PROCESS

A completed City application form and resume are required to be considered for this position. **Applications must be submitted by 5:00 p.m. on Friday, September 22. Applications will be screened the week of September 25, with interviews tentatively scheduled for the week of October 2**. Call (408) 779-7276 for an application, apply online at www.morgan-hill.ca.gov. Submit application materials to:

City of Morgan Hill
Human Resources Office
17555 Peak Avenue
Morgan Hill, CA 95037

### Drug-Free Work Place/Agency Shop

The City is a drug-free workplace and has adopted a comprehensive substance abuse policy.
*Note: Final candidates are required to pass a post offer medical examination, fingerprinting, background check and drug screen, given at the City's expense prior to appointment.*

*Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership.*

### Workforce Diversity
The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.